

**NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES
CITY AND COUNTY OF HONOLULU**

The City and County of Honolulu anticipates the need for professional services during the fiscal year 2004-2005. Pursuant to Section 103D-304 of the Hawaii Revised Statutes, persons engaged in providing services in the following general categories are invited to submit current Statements of Qualifications and Expressions of Interest:

1. **ADA COMPLIANCE** (compliance with regulatory requirements of the American with Disabilities Act, site survey and assessments, technical assistance, etc.)
2. **APPRAISAL** (real property).
3. **ARBORIST** (investigations, consultations, surveys, etc.).
4. **ARCHAEOLOGY** (investigations, mitigation plans, monitoring, etc.).
5. **ARCHITECTURAL PLANNING AND DESIGN**
 - a. Buildings (offices, corporation yards, comfort stations, community centers, fire/police stations, etc.).
 - b. Parks (passive/active parks, recreational facilities, etc.).
6. **CONSTRUCTION MANAGEMENT**
7. **ENERGY SERVICES—BUILDING FACILITIES** (energy audits and studies, performance contracting, workshops, etc.).
8. **ENGINEERING PLANNING AND DESIGN**
 - a. Civil - General (street improvements, sidewalks, parking lots, curb ramps, play courts, site improvements, etc.).
 - b. Civil - Hydraulics (drainage improvements, sewer lines, flood control, etc.).
 - c. Civil - Transportation (traffic studies, intersection channelization, traffic calming, bikeways and bikepaths, traffic control measures, bus bays and pads, etc.).
 - d. Electrical (street lighting, field lighting, facilities power/lighting, security cameras, traffic signal technology, fire alarm systems, etc.).
 - e. Environmental (air quality studies, water quality studies, energy, NPDES permitting, etc.).
 - f. Geotechnical (foundations, earth movement, slope stability analysis, slide potential, etc.).
 - g. Mechanical (air conditioning, elevators, pumps, facilities=systems, plumbing, fire protection, fuel storage tanks, etc.).
 - h. Sanitary (wastewater facilities, pre-treatment studies, effluent/biosolids reuse, solid waste facilities, etc.).
 - i. Structural (bridges, structures, revetments, foundations/barriers, etc.).
 - j. Transportation (planning, environmental studies, etc.).
9. **ENVIRONMENTAL SERVICES** (hazardous materials, dust, contaminated soil mitigation, environmental assessment and review, etc.).
10. **LAND SURVEYING** (topographic, boundary, parcel maps, shoreline certifications, etc.).
11. **LANDSCAPE ARCHITECTURE** (master plans, landscape/hardscape plans, irrigation, etc.).
12. **MARINE/FRESHWATER BIOLOGY/OCEANOGRAPHY** (outlets/outfalls, near shore/deep water monitoring/studies, plume modeling, benthic/bio monitoring, etc.).
13. **PLANNING** (environmental documents, community plans, master plans, site assessment and selection, feasibility studies and analysis, land use and urban design plans, land use permit processing, bus route structuring, etc.).
14. **PROGRAM MANAGEMENT** (project tracking, project scheduling, process development, etc.).
15. **PROJECT MANAGEMENT** (project oversight, contracting, administrative processing, public meetings, services during bidding and construction, etc.).

16. TELECOMMUNICATIONS (radio, digital voice, wireless data, etc.).

GENERAL INFORMATION

Consultants shall express their interest providing services in the various category(ies) in the manner specified under SUBMITTAL REQUIREMENTS.

The selection criteria to be employed, in descending order of importance, are 1) experience and professional qualifications relevant to the project type, 2) past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies, 3) capacity to accomplish the work in the required time, and, when deemed relevant, 4) familiarity with the specific facility/project site and/or prior related projects.

Note that services for projects that involve certain types of federal funds are required to be advertised on a project specific basis. Consequently, in the event that this need should arise, a separate notice for services will be published which must be responded to separately, and in the manner specified in the advertisement.

SUBMITTAL REQUIREMENTS

Submittals can be made either electronically, by mail or delivered. Facsimile submittals will not be accepted. Regardless of submittal method, the following are required:

1. Statement of Qualifications for each service category of interest using either one of the following two formats:
 - a. Modified Standard Form 255 (r7/04).
 - b. Modiified Standard Form 330 (r7/04).

Copies of the forms may be downloaded from the City web site at **www.honolulu.gov/pur** or picked up from the Department of Design and Construction at 650 South King Street, 11th Floor, Honolulu, Hawaii 96813. Telephone (808) 523-4564 or (808) 527-6697.

Any supplement information you wish to include related to each project of interest should be incorporated into the submittal. Promotional materials or descriptive literature are not necessary though will be accepted.

2. Completed Category/Project Checklist indicating the Service Categories and Projects for which you wish to be considered. Confirmation of the service categories and projects of interest you have been determined to be interested in and qualified for will be mailed back to you within 2 weeks after the deadline or receipt of your submittal, whichever is later.
3. Transmittal Letter, dated and signed by an authorized representative of the firm.

Electronic Submittals should be e-mailed to **skunioka@co.honolulu.hi.us**. Receipt of the submittal(s) will be confirmed by an e-mail reply back to the sender within two (2) working days.

Mailed or Delivered Submittals (2 copies) go to:

Mr. Timothy E. Steinberger, P.E., Director
Department of Design and Construction
650 South King Street, 11th Floor
Honolulu, Hawaii 96813

Requests to Re-Use last year's Statement of Qualifications will be accepted. Such requests shall be made by completing and submitting the Resubmittal Form Letter provided on the City's website, and are to be accompanied by a completed FY05 Category/Project Checklist.

DEADLINE

No later than **4:30 p.m., August 5, 2004** to receive full consideration for upcoming selections.

INTERNET ACCESS

This foregoing information is also available at (www.honolulu.gov/pur/profsvcs.htm).

Any inquiries regarding the above should be directed to Sandra Kunioka at (808) 527-6697.

IVAN M. LUI-KWAN
Director of Budget & Fiscal Services
By order of JEREMY HARRIS, MAYOR
City and County of Honolulu

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